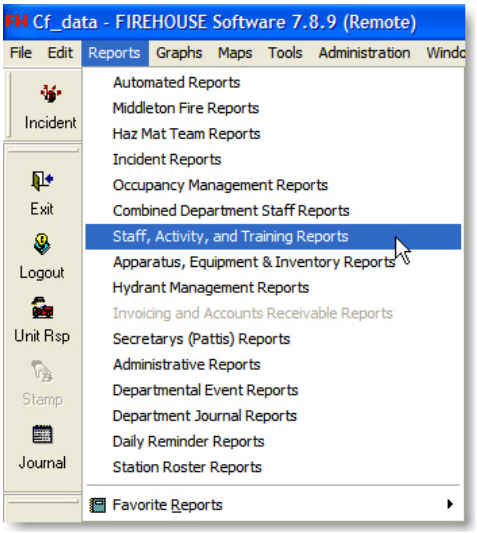
Reporting Training Class Attendance in Firehouse

Using the **Attended** field in Firehouse provides an easy way to track which training classes that a staff member may or may not have attended. The list below provide the value of each selection for the field, in our system we only use the options for **Scheduled** or **Attended - Objective Met** for tracking this information. These values can also be used in query filters when running Firehouse reports. The values for the **Attended** field are,

Attended Field Values

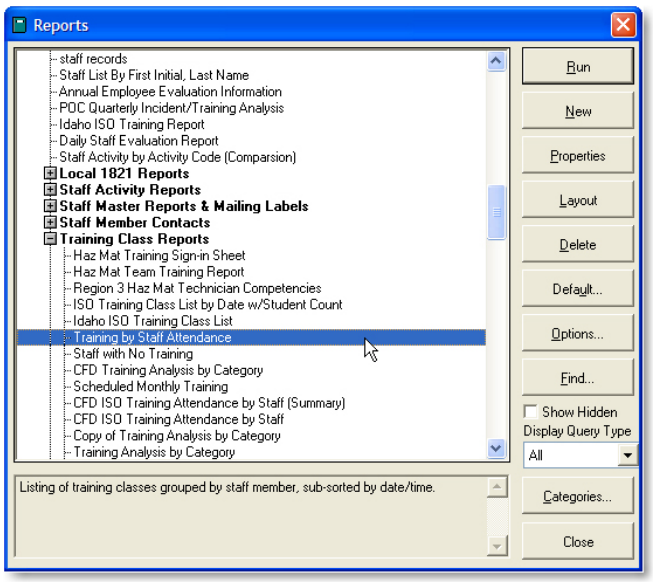
- Scheduled - 1
- Attended - Objective Met - 2
- Unexcused Absence - 3
- Excused Absence - 4
- Attended - Objective Not Met - 5

Finding & Printing the Report



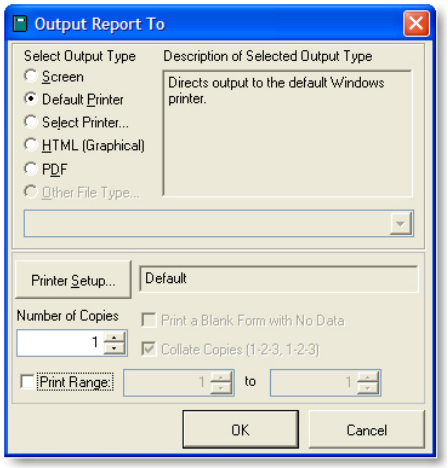
Select **Reports** from the main Firehouse task bar

Then select **Staff, Activity and Training Reports** group.



Go to **Training Class Reports** and select the report you wish to run.

In this example we will be using a custom report in our system, **Training by Staff Attendance**.



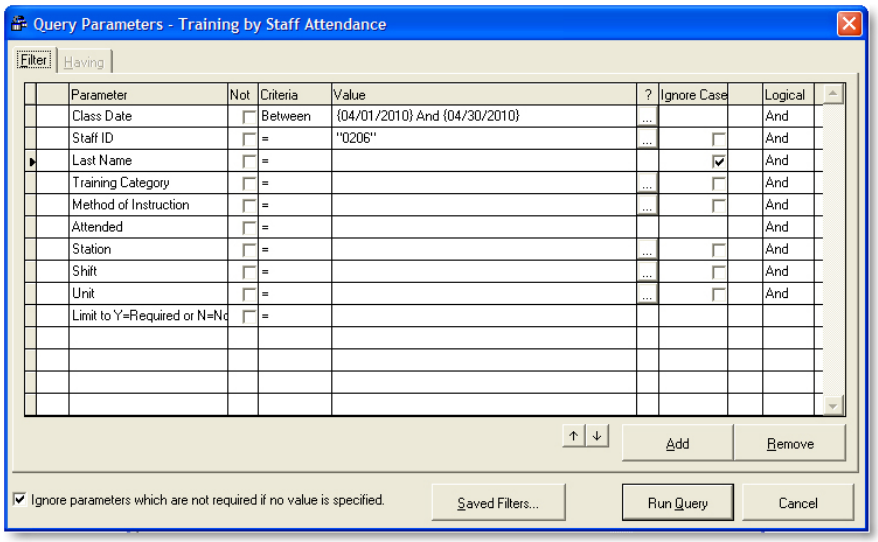
After the **Output Report To** screen opens up do the following,

Make sure **Default Printer** is checked,

Select the number of copies you want to print, and

Then click the **OK** button.

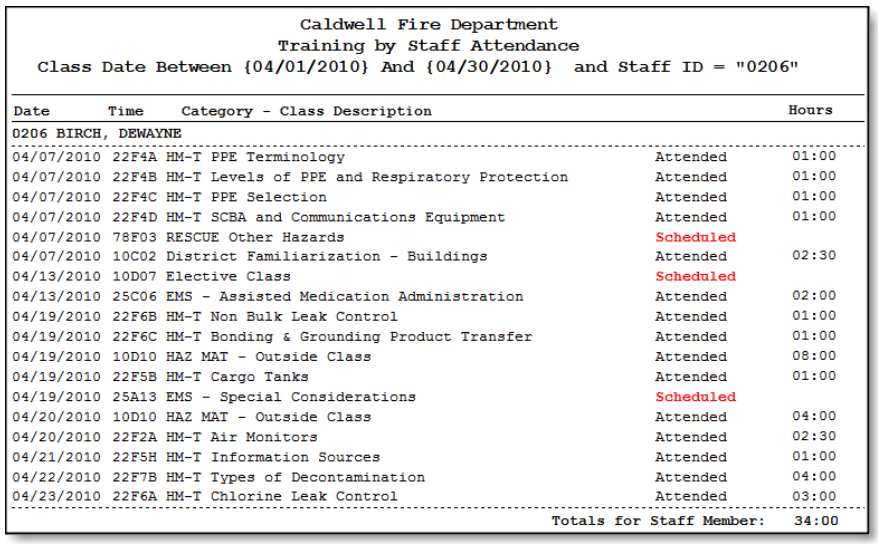
Using a Report with the Attended Filter Added



Example #1

Enter the date range for the report and the staff ID, if running this for the individual or individuals, for the information you wish to extract.

In our first example, we are not going to enter any value on the **Attended** filter.



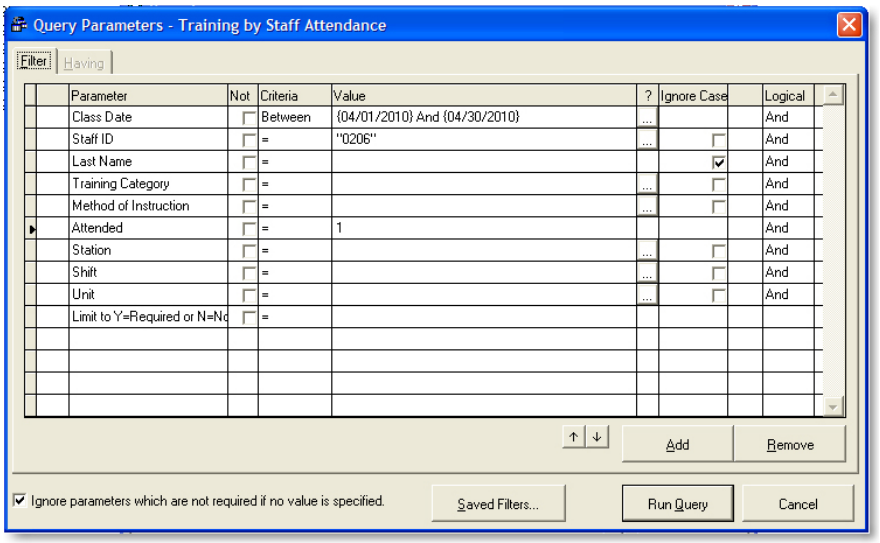
Caldwell Fire Department
Training by Staff Attendance
Class Date Between {04/01/2010} And {04/30/2010} and Staff ID = "0206"

Date	Time	Category - Class Description		Hours
0206 BIRCH, DEWAYNE				
04/07/2010	22F4A	HM-T PPE Terminology	Attended	01:00
04/07/2010	22F4B	HM-T Levels of PPE and Respiratory Protection	Attended	01:00
04/07/2010	22F4C	HM-T PPE Selection	Attended	01:00
04/07/2010	22F4D	HM-T SCBA and Communications Equipment	Attended	01:00
04/07/2010	78F03	RESCUE Other Hazards	Scheduled	
04/07/2010	10C02	District Familiarization - Buildings	Attended	02:30
04/13/2010	10D07	Elective Class	Scheduled	
04/13/2010	25C06	EMS - Assisted Medication Administration	Attended	02:00
04/19/2010	22F6B	HM-T Non Bulk Leak Control	Attended	01:00
04/19/2010	22F6C	HM-T Bonding & Grounding Product Transfer	Attended	01:00
04/19/2010	10D10	HAZ MAT - Outside Class	Attended	08:00
04/19/2010	22F5B	HM-T Cargo Tanks	Attended	01:00
04/19/2010	25A13	EMS - Special Considerations	Scheduled	
04/20/2010	10D10	HAZ MAT - Outside Class	Attended	04:00
04/20/2010	22F2A	HM-T Air Monitors	Attended	02:30
04/21/2010	22F5H	HM-T Information Sources	Attended	01:00
04/22/2010	22F7B	HM-T Types of Decontamination	Attended	04:00
04/23/2010	22F6A	HM-T Chlorine Leak Control	Attended	03:00
			Totals for Staff Member:	34:00

The report that was selected was designed to show if a class was missed or attended.

Since no filter was entered on the **Attended** query filter all classes specified in the date range are displayed.

Classes that were missed are displayed in red and have no hours shown.

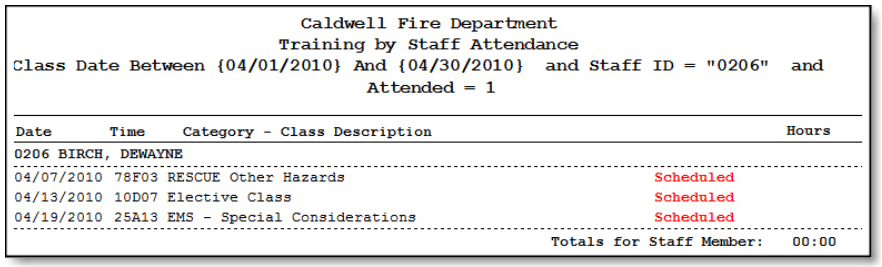


Example #2

Enter the date range for the report and the staff ID, if running this for the individual or individuals, for the information you wish to extract.

In the second example, we are going to enter the value of 1 on the **Attended** filter.

Remember that the value of 1 correlates to **Scheduled** in the **Attended** field.



Caldwell Fire Department
Training by Staff Attendance
Class Date Between {04/01/2010} And {04/30/2010} and Staff ID = "0206" and Attended = 1

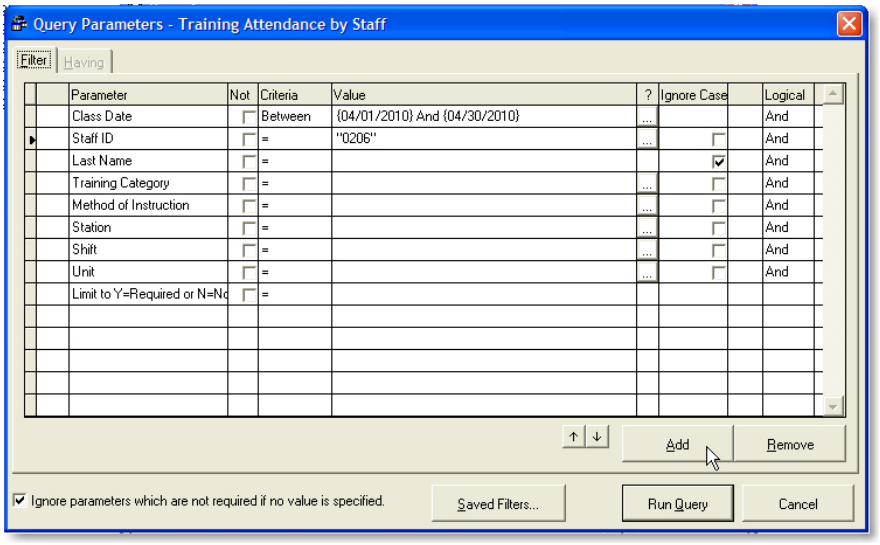
Date	Time	Category - Class Description	Hours
0206 BIRCH, DEWAYNE			
04/07/2010	78F03	RESCUE Other Hazards	Scheduled
04/13/2010	10D07	Elective Class	Scheduled
04/19/2010	25A13	EMS - Special Considerations	Scheduled
		Totals for Staff Member:	00:00

The report that was selected was designed to show if a class was missed or attended.

Since a value of 1 was entered on the **Attended** query filter only the classes specified in the date range that were missed are displayed in the report.

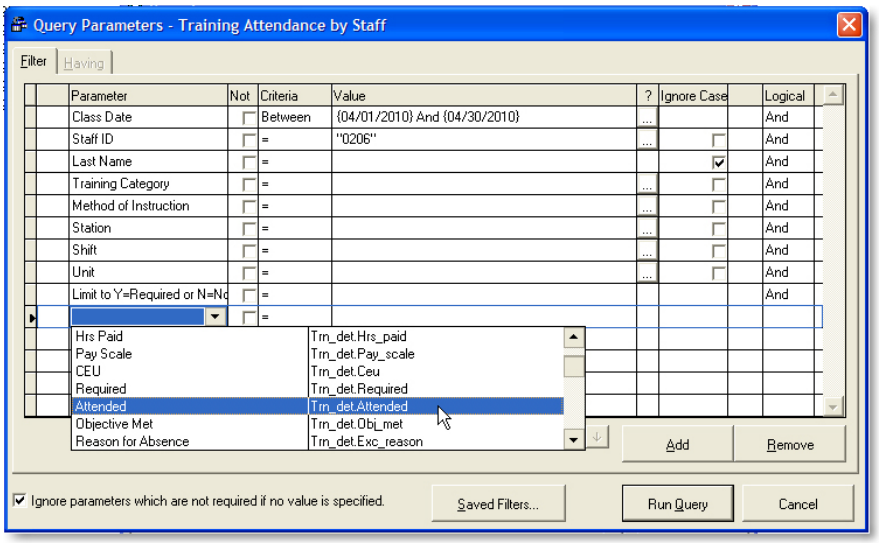
Classes that were missed are displayed in red and have no hours shown.

Adding an Attended Filter to a Report



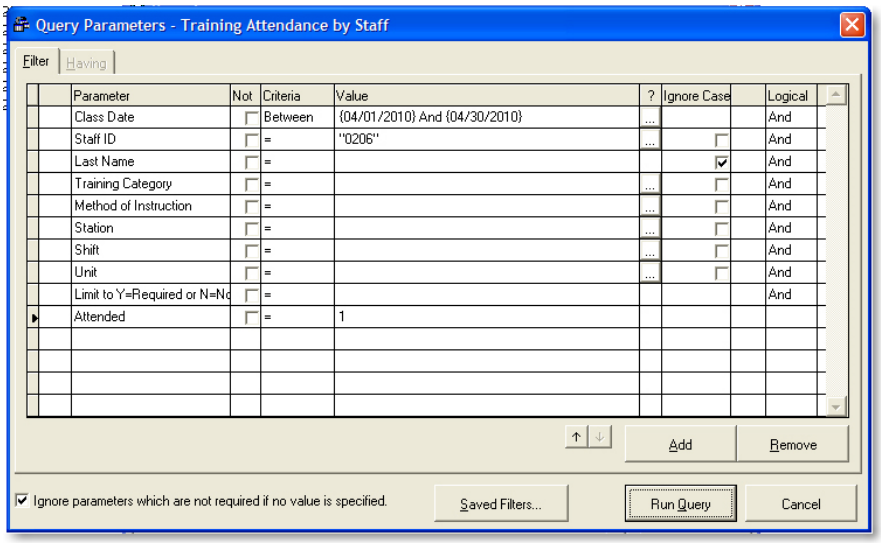
The **Attended** filter can be added to most stock Firehouse reports on the fly. The following steps outline the process of adding and running a training report.

First select the **Add** button.



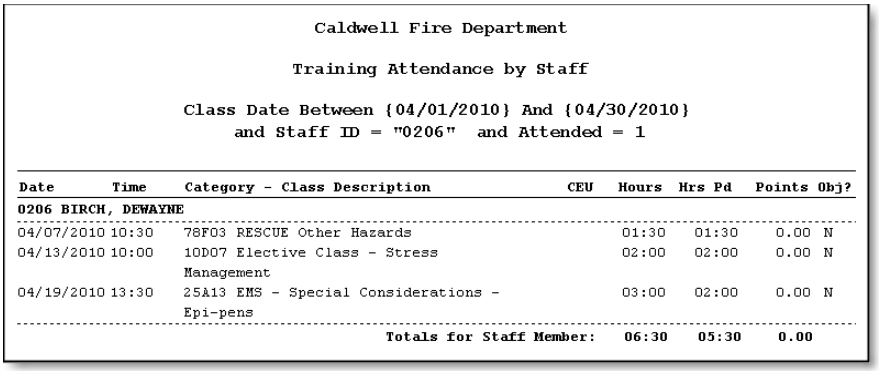
Next, in the **Parameter** column, use the down arrow to open the scroll down menu.

Select the **Attended** field after scrolling down in the field list field and select it with one click on the left mouse button.



Now add the value of the **Attended** field you wish to filter for in the report.

In our example on the left a value of 1, to filter for missed classes, has been entered.



Caldwell Fire Department

Training Attendance by Staff

Class Date Between {04/01/2010} And {04/30/2010}
and Staff ID = "0206" and Attended = 1

Date	Time	Category - Class Description	CEU	Hours	Hrs Pd	Points	Obj?
0206 BIRCH, DEWAYNE							
04/07/2010	10:30	78F03 RESCUE Other Hazards		01:30	01:30	0.00	N
04/13/2010	10:00	10D07 Elective Class - Stress Management		02:00	02:00	0.00	N
04/19/2010	13:30	25A13 EMS - Special Considerations - Epi-pens		03:00	02:00	0.00	N
		Totals for Staff Member:		06:30	05:30	0.00	

The results in the stock report reflect the classes that have been missed.

The only way with stock reports to tell if the classes have been missed or attended is looking at the query filter values in the report header.